

EMPLOYEE HANDBOOK

As you're filling out this exercise, really consider the answers: Are these old expectations? Or are they honest answers that show how you would conduct work in the way that is most authentic to you? For example, in the past you may have been expected to come to work unless you have a doctor's note, but your new rules require you to take a bath and cuddle up with some Netflix. Maybe in the past you felt like tattoos and wild colors in your hair were "unprofessional"—now, what's your new dress code? What really, actually makes you feel most like your most confident self? Is there anything else you would add to your self-employment handbook?

Now, imagine what a handbook for life might look like. What kinds of rules and boundaries would you create for your home, family, friendships, physical health, spirituality and emotions, self-care, money, hobbies, travel, food, and creativity? See page 92 in the Being Boss book for more details.

What are your work policies? Fill in the blanks:

- YOU WILL BE EXPECTED TO WORK ____ HOURS A WEEK. ANYTHING OVER ____ HOURS A WEEK WILL BE COMPENSATED EXTRA WITH _____.
 - WORK HOURS ARE FROM ____ TO ____ AND NEVER _____.
 - YOUR PAY IS \$____ / YEAR. YOU WILL RECEIVE A REVIEW EVERY ____ MONTHS AND WILL RECEIVE A PAY RAISE BASED ON _____.
 - YOUR SELF-EMPLOYMENT BENEFITS INCLUDE _____, _____, AND _____.
 - YOU DONATE ____ PERCENT OF EACH PAYCHECK TO _____.
 - YOUR COMPANY VALUES _____, _____, AND _____.
THIS IS REFLECTED IN HOW YOU TREAT YOURSELF, YOUR CUSTOMERS, AND YOUR PEERS.
 - DRESS CODE IS AS FOLLOWS:
 - ON CASUAL DAYS YOU CAN WEAR _____.
 - YOU FEEL MOST BOSS WHEN WEARING _____.
 - ANYTHING ELSE? _____.
 - YOU ARE REQUIRED TO TAKE AT LEAST _____ WEEKS OF VACATION PER YEAR.
 - ON SICK DAYS YOU ARE EXPECTED TO _____.
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